

GUEST ROOM PREPARATION

Holiday Turnover Checklist

ROOM: _____

DATE: _____

BEDDING & LINENS

Strip and wash all sheets
Flip/Rotate mattress
Fresh pillowcases (4 min.)
Launder duvet cover
Extra holiday throw blanket
Vacuum mattress surface

DUSTING & SURFACES

Ceiling fan & light fixtures
Window sills & tracks
Baseboards & corners
Mirror & glass surfaces
Inside closet / Empty hangers
Disinfect door handles

AMENITIES & HOLIDAY TOUCHES

Update Wi-Fi password card
Clear bedside carafe/water
Holiday scented candle/diffuser
Power strip for charging
Fresh towels & washcloths
Basket of travel toiletries

FINAL FLOOR CARE

Vacuum under bed
Steam clean / Mop floors
Shake out area rugs
Empty trash receptacle

Notes:
